



STATE OF CALIFORNIA  
 Department of Business Oversight



EXEMPT APPOINTMENT ANNOUNCEMENT  
**GENERAL COUNSEL**  
 FINAL FILING DATE: Until Filled

EDMUND G. BROWN JR., Governor

Anna M. Caballero, Agency Secretary  
 Jan Lynn Owen, Commissioner of Business Oversight

CALIFORNIA STATE GOVERNMENT SUPPORTS EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.  
 IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**DUTIES/RESPONSIBILITIES:**

Acts as a principal legal advisor to the Commissioner and other members of the executive staff on the laws and regulations under the jurisdiction of the Department of Business Oversight (Department) and other laws. Directs the Legal and Enforcement divisions of the Department. Advises high-level administrative staff of the scope and limits of their authority in legal matters relating to their programs. Reviews all Office of Administrative Hearings decisions and proposed decisions. Provides oral briefings and presentations to the Commissioner, Chief Deputy Commissioner, Deputy Commissioners, and executive staff on sensitive legal matters. Represents the Department before the Business, Consumer Services, and Housing Agency and the Governor’s Office on pertinent legal issues. Represents the Department before other state, local, or federal governmental agencies in matters relating to the Department of Business Oversight.

Provides opinions on the laws under the jurisdiction of the Commissioner to the public as needed. Evaluates and assigns all Public Records Act requests. Responds to all subpoenas, including preparation of motions to quash subpoenas as needed.

Provides legal support to the Administration Division, including providing assistance with the preparation of adverse actions; drafts and reviews employee policies and procedures; and represents or oversees the representation of the Department in SPB hearings and writs. Assists in the administration of the Equal Employment and Opportunity laws. Handles and/or oversees all worker compensation actions. Provides legal advice to contracting staff. Serves as an active participant in legal actions taken by the Department and oversees the development of major departmental policies.

Defends the Commissioner or Department in all lawsuits, either by overseeing counsel within or outside of the Department. Coordinates litigation with the Attorney General and outside counsel. Consults with trial counsel over strategy, litigation strengths and weaknesses; reviews pleadings and motions.

Serves as a liaison with the Governor’s legal staff, the Attorney General’s office, the Business, Consumer Services and Housing Agency, and other state agencies to address legal issues pertaining to the programs of the Department. Represents the Commissioner in sensitive negotiations requiring the formulation of complex legal solutions. Serves as a member of the Commissioner’s executive management team. This position is located in the Sacramento office.

**GENERAL QUALIFICATIONS:**

Candidate must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**SPECIAL REQUIREMENTS:**

Active membership in the State Bar of California.

**DESIRABLE QUALIFICATIONS:**

- Knowledge of the Department's organization, mission and statutory framework and licensees.
- Demonstrated experience in high-level administration and policy influencing expertise.
- Knowledge of legal principles and their applications, legal research method, court procedures, rules of evidence and procedure, administrative law and conduct of proceedings before administrative bodies.
- Knowledge of organization and functions of California government, including trends of public administration, organization, and management; techniques of organizing and motivating groups; and program development and evaluation.
- Knowledge of administrative problem solving methods; principles and practices of policy formulation and development; and personnel management techniques.
- Communication, leadership and management expertise in policy and strategic planning, demonstrating innovation and independence of action in decision making.

**CONDITIONS OF EMPLOYMENT:**

The General Counsel of the Department of Business Oversight is appointed by the Governor (i.e. "at will" employment); therefore, the General Counsel may be terminated from service at any time without notice, cause, or right of appeal.

**COMPENSATION AND BENEFITS:**

Compensation: Monthly compensation to the successful candidate will be determined with reference to the experience, knowledge, skills and abilities of the candidate, and is further subject to budgetary constraints and considerations and will be at the discretion of the Governor's Office.

Benefits: Medical, dental, vision, life insurance, and retirement program under the California Public Employees' Retirement System (CalPERS). Additional information on benefits can be found at:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

**HOW TO APPLY:**

Qualified persons must complete and file an appointment application and current resume with the Office of the Governor. File the application on-line with the Governor's Office. Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: [http://gov.ca.gov/m\\_appointments.php](http://gov.ca.gov/m_appointments.php)

In addition all interested applicants must submit the following to the Department of Business Oversight:

- An original Standard State Application (STD.678) with titles and dates of experience
- A resume
- A two-page statement of qualifications addressing the desirable qualifications

Department of Business Oversight  
1515 K Street, Suite 200  
Sacramento, CA 95814  
Attention: Jo Ann Shields

All applications will be reviewed and only the most qualified will be considered. References may be requested and contacted, and interviews may or may not be held.

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TDD is Telecommunications Device for the Deaf and is reachable only from a phone equipped with a TDD Device.  
California Relay (Telephone) service for the deaf or hearing-impaired:  
From TDD Phone: 1-800-735-2929  
From Voice Phone: 1-800-735-2922